



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

22 December 2005

MEMORANDUM FOR NATIONAL BOARD AND LIAISON REGION COMMANDERS

FROM: CAP-USAF/XO AND HQ CAP/DO

SUBJECT: Air Force Mission Status for the CAP Cadet Orientation Flight Program

References: (a) CAP/CC Letter 9 Dec 05, *Air Force Mission Status for the Cadet Orientation Flight Program*
(b) HQ CAP-USAF/CC and CAP/CC Letter 9 Jun 04, *Air Force and Corporate Mission Status Changes*

1. This letter contains the implementation guidance to authorize and document CAP cadet orientation flights (both powered and glider under CAPP 52-7) on Air Force-assigned missions (also see Atch 1). It is directive for both CAP and CAP-USAF personnel.

2. Mission approval process for AFAM status:

a. On a monthly basis (the 3rd – 5th calendar day of the month), CAP wings will provide their State Director (SD) with an updated list of CAP cadet orientation flight pilots and glider tow plane pilots, if applicable, (just like what is being done for AFROTC orientation flight pilots, SAR/DR/CD mission pilots, instructor pilots and standardization/evaluation pilots) who are current and qualified to act as pilot in command (PIC) of these missions. It is the responsibility of the CAP wing and each participating pilot to ensure that pilots on the list are current and qualified. Please note that these pilot lists can be easily generated by wings that have all their pilot data in MIMS. The reports will be available via the “Member Qual Info” link in eServices by 3 Jan 06.

b. The SDs will issue a monthly mission number in conjunction with the wing’s monthly PIC list mentioned above. PICs posted on the list will use the associated monthly mission number as authorization to fly approved cadet orientation flights. The sorties are not required to be individually approved by the SD but will be released by a CAP flight release officer (FRO) IAW CAP regulations. The FRO will note the mission number on the CAPF 99 (see Atch 2). The new mission symbol will be “A15” for CAP cadet orientation flights and “A20” (if applicable) for glider tow plane operations in support of these flights. All CAP cadet orientation flights must be conducted in accordance with the syllabus in CAPP 52-7. SDs with existing procedures that meet or exceed these requirements may continue using those procedures with the concurrence of the CAP-USAF liaison region commander and CAP region commander.

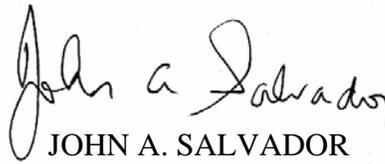
3. Reimbursement procedures for cadet orientation flights remain the same. All requests will be entered on-line.

4. CAP/LG will send a separate letter to all wings that have gliders outlining maintenance procedures.

5. CAP's FAA exemption that allows private pilots to fly CAP cadet orientation flights on Air Force missions is once again valid. Previous restrictions regarding private pilots logging time for these flights have been lifted. However, please note that the restrictions for AFROTC orientation flights (commercial/ATP pilot license and current first or second class medical certificate) still stand while CAP's new exemption request is being considered by the FAA.



RANDALL R. MATHIS, Lt Col, USAF
Director of Operations, HQ CAP-USAF



JOHN A. SALVADOR
Director of Operations, HQ CAP

2 Attachments:

1. CAPR 60-1, Emergency Change 2, 1 Jan 06
2. CAPF 99, Jan 06

cc:

HQ CAP/EX/XP/FM/DO/LG/GC/LM/SE/IT
CAP-USAF/CC/CV/XO/IG/JA
Operations Committee
CAP-USAF State Directors



CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

EMERGENCY CHANGE 2
CAP REGULATION 60-1
1 JANUARY 2006

Operations

CAP FLIGHT MANAGEMENT

CAP Regulation 60-1, 10 June 2004, is changed as follows:

Page-Insert Change.

Remove	Insert
17/18	17/18
39/40	39/40

Note: Shaded areas identify new or revised material.

CHAPTER 4 – FLIGHT RELEASE OF CAP AIRCRAFT

4-1. General. A flight release is required for all CAP flight activities. **The pilot-in-command must obtain the flight release.** Only flights released under these procedures are authorized CAP flight activities. (See attachment 8.)

4-2. Flight Release on Air Force Assigned Mission – USAF missions (AFAM-USAF). For AFAM – USAF Assigned Missions specified in paragraph 1-4 of this directive, a designated CAP incident commander is considered a flight release officer (FRO) without written designation otherwise required by this chapter. CAP aircraft are released on such missions using CAPF 84 or 104 (as applicable). The mission base flight release authorities will flight release all aircraft flown under the assigned mission number. This includes pre-positioning, employment, and de-positioning of aircraft, and travel to/from the mission base. The flight release procedure may involve a flight release by the mission base flight release authorities that is coordinated with an FRO familiar with the pilot's qualifications.

AFAM – USAF Reimbursable Missions

- a. (A1) Search and rescue missions assigned by the Air Force Rescue Coordination Center (AFRCC).
- b. (A2) Missions flown under a mission number issued by the Air Force National Security Emergency Preparedness office (AFNSEP).
- c. (A3) Counterdrug actual missions.
- d. (A4) Counterdrug training missions.
- e. (A5) Search and rescue/disaster relief training/evaluations missions/CAPR 123-3 inspections.
- f. (A6) Air Force Reserve Officer Training Corps (AFROTC) orientation flights including flights to and from the orientation site.
- g. (A7) CAPFs 5 & 91 evaluations and National Check Pilot Standardization Course and flight clinics.
- h. (A15) CAP cadet orientation flights IAW CAPP 52-7 Cadet Orientation Flight Syllabus
- i. (A18) Homeland Security missions.
- j. (A20) Glider tow plane operations supporting CAPP 52-7, *Cadet Orientation Flight Syllabus*. This includes ferry flights and training. If sufficient funds are available, the wing commander may fund initial tow pilot training for up to two pilots each fiscal year from the wing's training or orientation flight budget.
- k. (A99) Missions specifically approved by the Air Force. Including low-level survey, courier, etc.
- l. (A911) Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. These missions may be funded by a customer or the CAP appropriated mission budget.

AFAM – USAF Non-reimbursable Missions

- a. (B9) Flights flown for and funded by the American Red Cross.
- b. (B10) Flights flown under a Federal Emergency Management Agency (FEMA) mission number and flown IAW the FEMA memorandum of understanding (MOU).
- c. (B11) Flights flown under a National Oceanic and Atmospheric Administration (NOAA) and National Weather Service (NWS) mission number and flown IAW the NOAA and NWS memorandums of understanding.
- d. (B12) Proficiency flight by qualified SAR/DR/CD mission pilots (not leading to an airman rating or certificate) conducted pursuant to guidelines published by HQ CAP-USAF in attachments 9-1 through 9-6 of this regulation and SAR/DR training in accordance with CAPR 60-3.
- e. (B13) Support to federal or national relief agencies with an Air Force approved MOU.
- f. (B14) Support to state, county, and local agencies when approved and assigned by AF/XOS-HA.
- g. (B17) CAPFs 5 and 91 evaluations, National Check Pilot Standardization Course, and flight clinics flown under an Air Force mission number.
- h. (B18) Homeland Security Missions.
- i. (B20) Glider tow plane operations supporting CAPP 52-7, *Cadet Orientation Flight Syllabus*. This includes non-reimbursed ferry flights and training.
- j. (B99) Other missions specifically assigned by the Air Force (e.g. media, public official, etc.). This mission must be approved in advance by the Air Force.

4-3. Flight Release on CAP Corporate Missions. An FRO is authorized to issue a flight release for CAP corporate missions, when not otherwise designated as an AFAM – USAF mission, for the following categories of CAP flight activities (reference paragraph 1-5) (mission symbols are at attachment 10):

- a. (C8) Air transportation flights to and from squadron or higher official conferences or meetings
- b. (C9) Maintenance flights (includes flights in support of aircraft delivery and pickup)

- c. (C14) Support to state, county, and local agencies not assigned as an AF approved mission.
- d. (C16) Cadet flights including training, flight encampments/academies, cadet encampments, and IACE.
- e. (C17) CAPFs 5 & 91 evaluations and proficiency flights not designated as an AFAM.
- f. (C18) Homeland Security Missions not designated as an AFAM.
- g. (C19) Orientation flights for CAP Aerospace Education Members. These missions are familiarization flights flown without any formalized syllabus.
- h. (C20) Glider tow plane flights for non-USAF missions (includes ferry/training flights).
- i. (C99) Other missions specifically approved by the National/Region/Wing Commander.
- j. (C911) Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. These mission may be funded by a customer or the CAP Wing's corporate (non-appropriated) budget .

4-4. Flight Release of USAF Liaison Contract Rental Flights. (L-1) USAF Liaison personnel may fly CAP corporate aircraft under a USAF contract administered at NHQ CAP. When USAF personnel fly CAP corporate aircraft under the USAF contract the aircraft is legally an Air Force aircraft and the flight will be in accordance with USAF regulations. A CAP flight release is not required.

4-5. Flight Release Officer Qualifications. Individuals designated as a FRO must meet the following minimum requirements:

- a. Possess a sound knowledge of the CAP flight management program and flight release procedures.
- b. Complete the National CAP FRO training program.
- c. Satisfy one of the following criteria:
 - 1) Qualified incident commander, or
 - 2) Unit commander of a unit with CAP flight activity, or
 - 3) An experienced CAP pilot with a private or higher pilot certificate (need not be current).

d. In unusual situations, the appropriate region commander may authorize, in writing, a waiver of specific FRO qualification criteria for a designated individual under their command.

4-6. Flight Release Officer Responsibilities and Procedures. The FRO is responsible for authorizing a CAP pilot to fly as pilot-in-command in CAP aircraft on CAP flight activities. The FRO is expected to use his/her best efforts to verify appropriate information prior to giving a flight release, including reliance on information verbally provided by the CAP pilot requesting a flight release. The FRO is not a dispatcher and is not responsible for the actual conduct of the flight.

a. FROs cannot release a flight on which they are the PIC, crew member, or passenger, with the following exceptions. The following are authorized to release flights on which they are the PIC, crew member, or passenger.

- 1) National Commander and national staff members specifically authorized by the National Commander in writing. (National staff not authorized by the National Commander will obtain flight release from their attached region or wing.)
- 2) Region commanders and region staff members specifically designated by the region commander.
- 3) Wing commanders and National Headquarters staff.

b. The FRO shall accomplish the flight release, using as a minimum, the information in attachment 8 of this regulation.

c. The FRO shall, by the 5th of each month, forward the original CAPF 99 to the wing DO or his/her designee for use in compiling data for submission of the required monthly CAPF 18, which shall be reported using the NHQ CAP On-line Reporting System no later than the 20th of each month. The FRO should also forward a copy of the previous month's CAPF 99 to his/her respective CAP-USAF State Director, to assist in the quality control of the wing's flying program.

4-7. Flight Release of Multiple Flight Activities. Flight activities, other than SAR/DR flights, involving multiple flights from the same location may be flight released one time per day.

4-8. Glider Flight Reporting Procedures and Requirements. Glider flights shall be reported by the designated individual (preferably the assigned wing glider program manager) using the NHQ CAP On-line Reporting System no later than the 20th of each month.

4-9. Flight Release: Commanders' and Pilots' Responsibilities.

a. **Unit Commanders.** All commanders with CAP flight activity in their units shall:

- 1) Appoint, in writing, sufficient individuals who meet FRO qualifications as designated FROs.
- 2) Ensure FROs are trained in their flight release responsibilities using the CAP NHQ provided FRO Training Program as a minimum.

ATTACHMENT 9-6 – APPROVED MISSION PILOT PROFICIENCY FLIGHT PROFILE #6**Mountain Search Mission Profile**

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for “Proficiency Flight Training for Mission Pilots for Mountain Search.” Proficiency flights are designed to prepare crews to fly Air Force missions and, though routine flight procedures may be practiced, the majority of a proficiency flight must be focused on the training outlined in the profile below. For example, crews flying this mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. PICs will fly as much of the approved mission profile as safely possible understanding that requirements for trainees, weather or other factors may prevent the completion of all listed events. This proficiency flight is an Air Force assigned non-reimbursed mission authorized by the state director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO.

- This training flight will consist of a flight exercising assessing the trainee’s knowledge of and ability to perform in various CAP mission pilot mountain search subject areas. The flight should be flown with a trainer, observer, and scanner, but may be flown with only the mission pilot and a trainer.
- Plan for and brief one or more of the following mountain search missions:
 - Contour Search.
 - Steep Valley/Drainage Search.
 - Cove Search.
 - Canyon Search.
- The Mission Pilot trainer shall:
 - Verify the wear of an appropriate CAP uniform.
 - Verify the aircraft to be used is in an airworthy condition and all required documents are in order.
 - Conduct an oral review determining the trainee’s qualifications as a mountain search mission pilot.
- The mission pilot trainer will conduct an oral review that is thorough enough to determine if the trainee has the appropriate knowledge base to successfully function as a Mountain Search qualified CAP Mission Pilot.
- The trainee must demonstrate thorough and appropriate preflight planning.
 - Calculate density altitude for departure/arrival airport(s) and the search area. Assess the impact of density altitude on aircraft performance at takeoff, landing, and during search.
- The trainee will prepare a flight plan, conduct an aircraft pre-flight, and brief the crew.
- During flight while enroute or after reaching the search area, practice one or more of the following:
 - Ridge crossing procedures.
 - Modified racetrack maneuver.
 - Teardrop course reversal.
 - Escape from high sink rates or turbulence.
 - Emergency course reversal (escape maneuver—to be practiced at a minimum of 2,000 AGL).
- During flight the trainee must adequately demonstrate the ability to successfully handle emergency procedures.
- During flight practice mountain search procedures as planned and briefed.
 - Contour search.
 - Steep valley/drainage search.
 - Cove search.
 - Canyon search.
- Review landing procedures and practice approach and landing procedures.
- During flight the trainee must demonstrate the highest level of safety awareness.
- After the flight:
 - Shut down, tie down, secure.
 - Close Flight Plan.
 - Review and debrief as appropriate.

ATTACHMENT 10 – FLIGHT MISSION SYMBOLS**FLIGHT MISSION SYMBOLS****AFAM - USAF Reimbursable**

Mission

<u>Symbol</u>	<u>Description</u>
A1	AFRCC SAR missions
A2	AFNSEP missions (NOTE 1)
A3	Counterdrug Actual missions
A4	Counterdrug Training missions
A5	SAR/DR training/evaluation missions/CAPR 123-3 inspections (NOTE 2)
A6	AFROTC orientation flights including flights to and from the orientation site
A7	CAPFs 5 & 91 evaluation and <i>National Check Pilot Standardization Course</i> and flight clinics
A15	CAP cadet orientation flights IAW CAPP 52-7, Cadet Orientation Flight Syllabus
A18	Homeland Security Missions
A20	Glider tow plane operations supporting CAPP 52-7, Cadet Orientation Flight Syllabus (includes ferry/training flights)(see para 4-2j)
A99	Missions specifically approved by the Air Force (e.g., low-level survey, courier, etc.)
A911	Missions requiring prompt action to save lives, prevent human suffering or to mitigate great property damage. Funded by Customer or CAP appropriated mission budget.

AFAM – USAF Non-reimbursable (May be reimbursed by non-Air Force agencies)

B9	Red Cross missions
B10	FEMA missions
B11	NOAA & NWS missions
B12	Mission pilot proficiency flights IAW CAPR 60-1, Attachments 9-1, 9-2, 9-3, 9-4, 9-5, 9-6 and SAR/DR training IAW CAPR 60-3
B13	Support to federal or national relief agencies with an Air Force approved MOU
B14	Support to state, county and local agencies when approved by AF/XOS-HA
B17	CAPFs 5 & 91 evaluations, NCPSC flights, and flight clinics flown under an AF mission number
B18	Homeland Security missions
B20	Glider tow plane operations supporting CAPP 52-7, Cadet Orientation Flight Syllabus (includes non-reimbursed ferry/training flights)
B99	Other missions specifically approved by the USAF (e.g., media, public official, etc.)

CAP Corporate Missions

Mission

<u>Symbol</u>	<u>Description</u>
C8	Air transport to/from squadron or higher official conferences or meetings
C9	Maintenance flights (includes flights in support of aircraft delivery and pickup)
C14	Support to state, county and local agencies not approved as an AFAM
C16	Cadet flights: training, flight encampments/academies, cadet encampments, IACE
C17	CAPFs 5 & 91 evaluation, proficiency, and training flights not designated as an USAF assigned mission
C18	Homeland Security missions
C19	Orientation flights for CAP Aerospace Education Members
C20	Glider tow plane flights for non-USAF missions (includes ferry/training flights)
C99	Other missions specifically approved by the National/region/wing commander
C911	Missions requiring prompt action to save lives, prevent human suffering or to mitigate great property damage. Funded by Customer or CAP wing's corporate (non-appropriated) budget

Other

L1	USAF liaison personnel flying
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NOTE 1: Does not include FEMA (B10) missions, Red Cross (B9) missions, or support to other federal or national relief agencies with an Air Force approved MOU (B13).

NOTE 2: CAPR 123-3 inspections are only authorized as an A5 mission if pre-approved on a CAPF 10 in advance by the CAP-USAF Liaison Region.

CAP FLIGHT RELEASE LOG

DATES: From _____ To _____

UNIT:	WING:	REGION:	LOCAL USE:						
AFAM - USAF Reimbursable: A1 AFRCC SAR mission A2 AFNSEP mission A3 Counterdrug actual mission A4 Counterdrug training mission A5 SAR/DR trng/eval msns/CAPR 60-2 inspections A6 AFROTC orientation flights including ferry flts A7 CAPFs 5 & 91 evals, NCPSCs, flight clinics A15 CAP cadet orientation flts IAW program syllabus A18 Homeland Security Missions A20 Tow plane operations supporting CAPP 52-7 orientation flights (includes ferry/trng flights) A99 Missions specifically approved by the Air Force (i.e., low-level survey, courier, etc.) A911 Missions requiring prompt action AFAM – USAF Non-reimbursable: (May be reimbursed by another agency) B9 Red Cross missions B10 FEMA missions B11 NOAA & NWS missions B12 Mission pilot proficiency flights IAW CAPR 60-1 Attachs 9-1, 9-2, 9-3, 9-4, 9-5, 9-6, and SAR/DR training IAW CAPR 60-3 B13 Support to federal or national relief agencies with an Air Force approved MOU B14 Support to state, county and local agencies when approved by AF/XOH B17 CAPFs 5 & 91 evaluation and NCPSC and flight clinics flown under an AF mission number B18 Homeland Security Missions B20 Tow plane operations supporting CAPP 52-7 orientation flights (includes ferry/trng flights) B99 Other flights specifically approved by the USAF CAP Corporate Missions: C8 Flight to/fm sq or higher official conf/meeting C9 Maintenance flights (includes supporting flts) C14 Support to state, county and local agencies C16 Cadet flights: tng, encamp/acad, IACE C17 Fm 5/91/Proficiency/trng flights not AFAM C18 Homeland Security Missions C19 Orientation flights for CAP AE members C20 Glider tow plane flights for non-USAF missions (includes ferry/trng flights) C99 Other msns approved by CAP nat, reg, wing/CC C911 Missions requiring prompt action Other: L1 USAF liaison personnel flying	LINE NO.	MSN SYM	ACFT TYPE	DEP POINT	PILOT- IN-COMMAND	EST	ACT	RELEASER NAME	
	DATE	AF MSN NO.	"N" NUMBER.	DESTINATION	CREW/PAX	FLT TIME	FLT TIME	SIGNATURE	
	1								
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CAP FLIGHT RELEASE LOG

DATES: From _____ To _____

UNIT:	WING:	REGION:	LOCAL USE:					
AFAM - USAF Reimbursable: A1 AFRCC SAR mission A2 AFNSEP mission A3 Counterdrug actual mission A4 Counterdrug training mission A5 SAR/DR trng/eval msns/CAPR 60-2 inspections A6 AFROTC orientation flights including ferry flts A7 CAPFs 5 & 91 evals, NCPSCs, flight clinics A15 CAP cadet orientation flts IAW program syllabus A18 Homeland Security Missions A20 Tow plane operations supporting CAPP 52-7 orientation flights (includes ferry/trng flights) A99 Missions specifically approved by the Air Force (i.e., low-level survey, courier, etc.) A911 Missions requiring prompt action AFAM – USAF Non-reimbursable: (May be reimbursed by another agency) B9 Red Cross missions B10 FEMA missions B11 NOAA & NWS missions B12 Mission pilot proficiency flights IAW CAPR 60-1 Attachs 9-1, 9-2, 9-3, 9-4, 9-5, 9-6, and SAR/DR training IAW CAPR 60-3 B13 Support to federal or national relief agencies with an Air Force approved MOU B14 Support to state, county and local agencies when approved by AF/XOH B17 CAPFs 5 & 91 evaluation and NCPSC and flight clinics flown under an AF mission number B18 Homeland Security Missions B20 Tow plane operations supporting CAPP 52-7 orientation flights (includes ferry/trng flights) B99 Other flights specifically approved by the USAF CAP Corporate Missions: C8 Flight to/fm sq or higher official conf/meeting C9 Maintenance flights (includes supporting flts) C14 Support to state, county and local agencies C16 Cadet flights: tng, encamp/acad, IACE C17 Fm 5/91/Proficiency/trng flights not AFAM C18 Homeland Security Missions C19 Orientation flights for CAP AE members C20 Glider tow plane flights for non-USAF missions (includes ferry/trng flights) C99 Other msns approved by CAP nat, reg, wing/CC C911 Missions requiring prompt action Other: L1 USAF liaison personnel flying	LINE NO.	MSN SYM	ACFT TYPE	DEP POINT	PILOT- IN-COMMAND	EST	ACT	RELEASER NAME
	DATE	AF MSN NO.	"N" NUMBER.	DESTINATION	CREW/PAX	FLT TIME	FLT TIME	SIGNATURE
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CAP FORM 99, JAN 06

REVERSE

Forward a copy to the CAP/SD by the 5th of each month.